

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**                      **EMERGENCY PREPAREDNESS COORDINATOR**

**DEPARTMENT:**                **FIRE**

**BASIC FUNCTION:**

Under functional direction, to perform professional, technical and administrative work relating to the coordination of the City's Emergency Preparedness Program; and to perform other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This is a non-sworn position. The primary function is to direct and coordinate the City's Emergency Management Team (CEMAT), developing, coordinating and conducting emergency preparedness response training and representing the City at state, county and regional meetings.

**KEY RESPONSIBILITIES:**

Manage all aspects of the City's Emergency Preparedness Program; including but not limited to the City's mitigation, preparedness, response and recovery capabilities, including all after-action reports and documentation.

Direct and manage the City of Carlsbad Emergency Management Administrative Team (CEMAT); serve as chair for this citywide committee; maintain and update the City's Emergency Operations Plan and related documents.

Manage and coordinate the Emergency Operations Center (EOC).

Develop, coordinate and conduct emergency preparedness response training, including facility evacuation and all required National Incident Management System (NIMS) training for City staff.

Represent the City at Unified Disaster Council (UDC), operational area, regional and state level meetings related to emergency preparedness.

Establish and coordinate emergency planning services planning and provide public educational information on emergency mitigation, preparedness, planning, response and recovery with the City, School District, adjacent jurisdictions, utilities, business, industry, other governmental agencies and community groups; prepare specialized disaster plans designed to meet the needs of various sections of the community.

Develop, organize, coordinate in-house training programs; assist in development of course outlines and presentation materials.

Supervise the maintenance of emergency preparedness records and files to assure compliance.

Prepare, monitor and make recommendations for programs' budgets.

Research and prepare reports regarding programs as required.

Give presentations to groups, such as City Council, City staff, and outside groups as needed.

Supervise employees or volunteers; monitor workflow; assign and prioritize work activities; recommend methods and procedures.

Perform other related duties as assigned.

**QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

**Knowledge of:**

Principles and practices of emergency preparedness planning, management and response procedures.

Methods and techniques in emergency preparedness training.

Community emergency and disaster support and assistance resources.

Federal, state, county and local regulations, policies and guidelines related to civil defense, disaster and emergency preparedness

Principles and practices of organization, administration, budget and human resources management.

Research methods and techniques and methods of report presentation.

**Ability to:**

Manage and coordinate disaster and emergency preparedness programs.

Coordinate emergency preparedness training programs.

Analyze complex administrative and operational problems, evaluate alternatives and reach sound conclusions.

Collect, evaluate and interpret varied narrative and statistical information.

Prepare and present accurate and concise reports, procedures and other written materials.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative relationships with those contacted in the course of work.

Supervise, train, and evaluate assigned staff or volunteers.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work well under pressure to meet deadlines.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university and three years of professional level administrative, operations or related experience working in a public agency and performing duties which are closely related to the functions of this position.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to communicate, in person and by telephone; utilize office equipment. An employee is also required to assimilate written materials relevant to the position.

In addition, while performing the duties, employees of this class are regularly required to engage communication skills; interpret narrative and statistical data, information and documents; analyze and solve problems; use and apply reasoning and abstract concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive

deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will Management classification.

DATE APPROVED: 01/09/07